



Placer County Health and Human Services Department

Animal Services, 11251 B Avenue, Auburn CA 95603, 530.886.5500

2008 ANIMAL TRUST FUND GRANT APPLICATION GUIDELINES

Complete application must not exceed five (5) pages (excluding Cover Page, Work Plan and Budget). The following selection criteria will be used to evaluate each proposal. The maximum score for each criterion is indicated in parentheses. Grant proposals should be succinct, well thought out, and follow the structure outlined below. **ALL categories must be addressed. Omission of categories will result in your application being disqualified.**

1. Cover Page and Copies of Proposal (mandatory)

Applications must include the following:

- proposal title
- funding amount requested
- name of applying organization
- contact name and original signature
- address, phone number, email address, and fax number
- submission date
- original - plus three (3) unbound copies of proposal

2. History and Organization (5 points)

- A **brief** history about your organization or group, and a **brief** description of your current programs and activities.
- Describe your organization's goals and mission related to animal welfare, and why your organization is best qualified to carry out the proposed project.

3. Project Description (40 points)

- State clearly the need or problem issue to be addressed by your proposal, including the size and/or severity of the issue and relevant evidence or other information demonstrating the need.
- If applicable, describe the area of Placer County benefiting from or served by the program or project, including any relevant demographic or geographic information.
- Describe the program or project you are proposing with a summary paragraph followed by
 - A detailed description of all aspects of the project and specific activities, and how they address the problem or need,
 - For ongoing programs - describe the program's track record.

4. Meeting the Grant Criteria (10 points)

- Describe how your program or project meets the criteria of benefiting pet owners or animals in Placer County.
- Specify the funding category (see list on "2008 Animal Trust Fund Grants") applicable to the proposal.

5. Connections and Collaboration (5 points)

- Describe how you will collaborate with other agencies or groups to implement the proposed project (actual collaborators; not proposed).
- Are there other agencies or groups addressing the problem or providing similar services? How will you collaborate with them?

6. Outcomes (15 points)

- Describe the goal(s) and the anticipated results (outputs or outcomes) of the project.
- How will you measure and demonstrate the success of the project? (Examples may include media stories that capture the essence of your project, written reports, etc.)
- Describe how you will provide written progress reports, findings, and results of the project.
- Describe how project activities can be sustained after the project funding ends, if applicable.

7. Work Plan (10 points)

- In chart or simple list format, define the project's main activities including a timeline.

8. Budget (15 points)

Failure to include a **complete** proposed budget will result in disqualification.

- Amount of funding requested for project.
- Provide a proposed budget to include:
 - Line item detail on how funding will be used, linked to the activities in your proposal
 - Other funding sources or other resources from your organization or other entities that will be available to support the project.